



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221**

December 23, 2014

Dear Customer:

Beginning in May 2014, Defense Logistics Agency (DLA) and General Services Administration (GSA) developed and implemented a temporary solution in order to receive, process and deliver State and Local customer orders for Wildland Fire Protection Program (WFPP) equipment. This temporary solution was put in place due to the critical nature of the firefighting equipment for the forecasted 2014 Western Fire Season; and the fact there was not sufficient time for these customers to obtain necessary credentials and training in order to place orders directly through DLA. This solution remained in place until the end of the 2014 peak fire season. However, effective January 1, 2015, this near term solution is no longer in effect and all State and Local WFPP equipment orders must be placed directly with DLA. GSA will no longer accept any WFPP orders after 31 December 2014.

The purpose of this memorandum is to provide you with an update on the overall progress of the transition to DLA management and support as well as to describe our proactive approach. DLA is using a phased approach of enrolling State and Local firefighters into the program as it is the most effective and efficient manner to ensure we capture and create a program tailored to the uniqueness's of both the State and Local customer base.

Over the past several months DLA and representatives at the State level have worked together to establish a new WFPP. We have created a Memorandum of Agreement (MOA), SPOC Letter of Appointment, 3B Department of Defense Activity Address Code (DODAAC) and ECA Medium Assurance Token Issue emails. Once the states are up and running in the program, DLA will circle back to ensure the MOA and SPOC Letter of Appointments are signed. We understand signing the paperwork after being enrolled in the program may seem backwards however we felt this was necessary in order to get everyone up and running in the program by the December 31, 2014 deadline. The MOA is very similar to the one the states entered into with the US Forest Service in the previous program. I can assure you the MOA contains no surprises. We are also working on developing a written set of guidelines, which will describe all the processes to obtain access into the program. These guidelines can be easily modified to cover the different configuration of each state's program.

We have identified and contacted at least one state point of contact (SPOC) from each state to share information regarding DLA's WFPP as well as talk about the enrollment process which consists of a six-phases:

1. Identify and designate a SPOC
2. DLA issues SPOC a DLA specific "3B" Activity Address Code (AAC)
3. DLA issues SPOC an ECA/PKI certificate
4. DLA assists SPOC in registering in DOD EMALL
5. DLA registers advance payment information within DOD EMALL
6. DLA assists SPOC in creating DOD EMALL profile

We have made great strides over the past few months and currently, 72% of states are either ordering directly from DLA or are in the process of completing the enrollment process. We anticipate having all states complete by January at which point we will focus our efforts on establishing a program for the Local (city, county, fire districts, tribes, volunteers etc.) customer base.

Even though our focus has been at the state level, local customers will be able to place orders for DLA WFPP items. I realize this may be a new process for some of you but want to assure you that effective January 1, 2015; DLA is committed to filling all your WFPP requirements.

Local customers who currently place order for WFPP equipment via their own state representative(s) will continue to do so. For those local customers who have placed orders via GSA in the past, you will now place orders through DLA using DOD EMALL provided you have a DLA issued 3B DODAAC; an ECA token; registered in DOD EMALL; and have a credit card. You can get additional information on this process by contacting Ms. Tracy Shepherd at [tracy.shepherd@dla.mil](mailto:tracy.shepherd@dla.mil), to include how to place an order to fill an urgent requirement. For those local customers that have never placed a WFPP order but want to get more information on the program, please contact Ms. Lexie Coulson at [lcoulson@iafc.org](mailto:lcoulson@iafc.org).

In January, DLA will begin contacting and working closely with the local customers to understand their unique needs and tailor program specific to this customer base. We understand one solution may not work for all and by engaging with this customer base, we will identify unique requirements and ensure they are taken into account as we develop a long-term solution. In the interim however, local customers can order WFPP equipment using the process in the above.

I would like to thank you for your help and feedback in getting us to this point. There is a lot more to do in getting all the state agencies and local entities up and running but we are heading in the right direction.

For general information on the DLA WFPP program, please send your questions to DLA's WFPP mailbox @ [StateLocalWFPPDODAACRequest@dla.mil](mailto:StateLocalWFPPDODAACRequest@dla.mil) or contact Jim Burk, South Dakota Rural Fire Assistance Specialist @ 605-393-8055.

Sincerely



David R. Kless  
National Account Manager, Federal and  
International Programs, Defense Logistics  
Agency (DLA)